

RCG-25 Expenditure of Funds Earned Through Charitable Games

Step 1: Identify your organization

1 Organization's name _____ **3** Charitable games license number **CG -** _____

2 Address _____ **4 Period covered by report** ____/____/____ through ____/____/____
Number and street Month Day Year Month Day Year

City _____ State _____ ZIP _____

Step 2: Figure your expenditure of funds

1	Gross proceeds from charitable games during the report period	1	\$ _____
2	Cash returned to players during the report period	2	\$ _____
3	Subtract Line 2 from Line 1. This is the amount deposited in your charitable games checking account.	3	\$ _____
4	Other deposits made in your charitable games checking account during the report period	4	\$ _____
5	Balance in your charitable games checking account at the start of the report period	5	\$ _____
6	Add Lines 3, 4, and 5.	6	\$ _____
7	Total amount of all checks written on your charitable games checking account and all other charges to the account during the report period. This total should equal the total amount in Step 3, Item 1.	7	\$ _____
8	Subtract Line 7 from Line 6.	8	\$ _____
9	Balance in your charitable games checking account at the end of the report period	9	\$ _____
10	Are the amounts on Lines 8 and 9 the same? _____ yes _____ no If "no," give an explanation below.		

Step 3: Tell us about your charitable games checking account

1 Write the number of each check written on your charitable games checking account during the period covered by this report, the amount of the check, the person or organization to whom the check was made payable, and the purpose for the expenditure. Also list and explain any other charges to the charitable games checking account.

[illegible]Subtotal
for Page 1

Please open to Page 2 and continue completing Steps 3 and 4.

2 Write the name and address of the financial institution where your charitable games checking account is kept and your account number.

Name of financial institution	Street address	City	State	ZIP	Account number
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3 Write the names and addresses of all individuals who are authorized to make expenditures from your charitable games checking account.

Name	Street address	City	State	ZIP
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Name	Street address	City	State	ZIP
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Step 4: Sign below

Under penalties of perjury, I state that I have examined this form and, to the best of my knowledge, it is true, correct, and complete. I also state that the information is taken from the books and records of the organization for which this form is filed.

Presiding officer's signature	Title	Date
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Form RCG-25 Instructions

General Information

Who must file Form RCG-25?

You must file Form RCG-25 if you have a charitable games license issued by the Illinois Department of Revenue.

When should I file Form RCG-25?

You must complete Form RCG-25 each year when you renew your charitable games license. Form RCG-25 is due 30 days prior to the first event you request on your renewal Form RCG-1, Charitable Games Application for License.

Where do I file this form?

Mail your completed Form RCG-25 to:

OFFICE OF BINGO AND CHARITABLE GAMES
ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19480
SPRINGFIELD IL 62794-9480

What if I have questions?

If you have questions, please write us or call our Springfield office weekdays between 8:00 a.m. and 4:30 p.m. Our address and telephone number are below.

OFFICE OF BINGO AND CHARITABLE GAMES
ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19480
SPRINGFIELD IL 62794-9480

217 524-4164

Step-by-Step Instructions

Step 1: Identify your organization

Item 1 - Write the name of your organization.

Item 2 - Write your organization's address.

Item 3 - Write your charitable games license number.

Item 4 - Write the period for which you are filing this report. The period must begin with the effective date of your license if you are a new licensee, or the date when last year's report left off if you are a licensee whose license has been renewed. The period should end as close to the expiration date of your license as possible.

Step 2: Figure your expenditure of funds

Line 1 - Write the gross proceeds from charitable games conducted during the report period.

Gross proceeds is the amount you took in from the sale of chips, scrip, or play money, plus any fee or donation for admission or entry into your charitable games events. Gross proceeds is also the amount upon which you paid the 3 percent charitable games tax.

Line 2 - If the players at your charitable games events were able to exchange their chips for cash, write the amount of cash you paid out to redeem chips.

Line 3 - Subtract Line 2 from Line 1. This amount is your net proceeds. The entire amount must be deposited in your charitable games checking account.

Line 4 - Write the total amount, other than charitable games gross proceeds, deposited in your charitable games checking account. Include any interest earned on the account and any other deposits, regardless of the source.

Line 5 - Write the total amount in your charitable games checking account at the beginning date of this report (the first date you wrote in Step 1, Item 4).

Line 6 - Add Lines 3, 4, and 5.

Line 7 - Write the total amount of all checks written on your charitable games checking account and all other charges to the checking account (e.g., cost of printing checks). This total should equal the total amount in Step 3, Item 1.

Line 8 - Subtract Line 7 from Line 6.

Line 9 - Write the total amount in your charitable games checking account at the ending date of this report (the second date you wrote in Step 1, Item 4).

Step 3: Tell us about your charitable games checking account

Line 1 - Write the number of each check written on your charitable games checking account during the period covered by this report, the amount of the check, the person or organization to whom the check was made payable, and the purpose for the expenditure. Also list and explain any other changes to the charitable games checking account.

If you have written more checks than there are spaces allowed on Page 1, add the check amounts for Page 1 and write the total next to "Subtotal for Page 1." Then copy this total to Page 2, "Subtotal for Page 1." Continue to complete the necessary information on Page 2.

Step 4: Sign below

This report must be signed by an authorized member of the organization.



